

UTILITY OPERATIONS ASSISTANT I
(Station Operator I)
200

DEPARTMENT: James City Service Authority/Utility Operations/Wastewater Maintenance

NATURE OF WORK:

Performs manual labor and learns to perform semiskilled work in the operation, maintenance and repair of the James City Service Authority's water and waste water mechanical systems. Duties are performed under the general supervision of the Wastewater Maintenance Superintendent. Receives daily work assignments and guidance from assigned Utility Operations Specialist.

ESSENTIAL FUNCTIONS OF THE JOB:

Lift Station Routes:

Assists in the daily inspection of sewage pumping stations on assigned route. Assists in recording clock readings and calculating pump running times.

Learns to test and monitor operation of pumps and motors, start and exercise generators, check fluid levels, and charge the system.

Cleans dry wells and wet wells. Cleans grates, sweeps and dusts.

Assists in performing regularly scheduled preventive maintenance on pumps and motors.

Lift Station Mechanical and Maintenance:

Learns to assist in performing maintenance, repair, and modification to station motors, pumps, controls, and equipment.

Monitors GasTec when coworkers enter confined spaces.

General Responsibilities:

Cleans and maintains tools.

Assists in the maintenance of County vehicles.

Picks up necessary supplies and tools from warehouse or vendors as directed.

Assists on work crews in other divisions as assigned.

Responds to emergency calls at all hours.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed outdoors in all weather conditions at various lift stations and well facilities throughout the County. Duties are performed under disagreeable, and sometimes hazardous, conditions. Requires climbing up and down ladders into wells and manholes. Performs manual labor utilizing hand tools and other power operated equipment as required. Drives County vehicles to work sites.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic mechanical, plumbing, and electrical work.

Ability to follow oral instructions.

Ability to work in disagreeable conditions.

Ability to perform strenuous physical labor.

Ability to work effectively as a team member.

Ability to establish and maintain harmonious working relationships.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred, and some experience in the fields of mechanical maintenance and repair; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Must successfully complete a physical examination certifying physical capability of performing the essential functions of the job.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e., respirators both canister and airline types, and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.